

CLAY COUNTY BOARD OF COMMISSIONERS

Tuesday, November 25, 2014

8:30 a.m.

County Board Room – 3rd Floor – Courthouse

M I N U T E S

The Clay County Board of Commissioners met in regular session with all Commissioners present: Campbell, Evert, Gross, Ingersoll and Weyland. County Administrator Brian C. Berg and Senior Administrative Assistant Vicki Reek were also present.

APPROVAL OF AGENDA

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved the agenda with the removal from Consent Agenda of Approval of ARMER Radio System Participation Plan; and the addition of Authorization for Sheriff's Department to purchase a van; Approval of Trojan Takedown Club's Lawful Gambling application; and Approval to create new position in Veterans Service Office.

APPROVE LEASE RENEWALS IN FAMILY SERVICE CENTER AND FOR BUS STORAGE

By consent agenda, the Board approved renewal of the Productive Alternatives bus space lease for the period 1/1/15-12/31/15, \$500/month for two buses; and the following lease renewals for the period 1/1/15-12/31/15 in the Family Service Center:

Solutions Behavioral Healthcare Professionals, \$11.75 sq.ft., #403b, 242 sq.ft.

Productive Alternatives, Inc., \$11.75 sq.ft., #311, 448 sq.ft.

The Village Family Service Center, \$12.75 sq.ft., #108D, 99 sq.ft.

Lakes & Prairies Community Action Agency, Inc., \$11.75 sq.ft., #405A, 1308 sq.ft.

Lakes & Prairies Community Action Agency, Inc., \$11.75 sq.ft., #402, 5273 sq.ft.

Lakes & Prairies Community Action Agency, Inc., \$12.75 sq.ft., #103B, 860 sq.ft.

Lakes & Prairies Community Action Agency, Inc., \$12.75 sq.ft., Storage, 97 sq.ft.

Lakes & Prairies Community Action Agency, Inc., \$12.75 sq.ft., #108D-1, 266 sq.ft.

CITIZENS TO BE HEARD

There were no citizens present who wished to address the Board.

APPROVE PAYMENT OF BILLS AND VOUCHERS

On motion by Ingersoll, seconded by Weyland, and unanimously carried, bills and vouchers were approved for payment.

CLAY-BECKER VETERANS COURT

District Court Judge Michelle Lawson, County Attorney Brian Melton, and Drug Court Coordinator Don Kautzman were present to update the Board concerning the proposed Clay-Becker Veterans Court. Veterans Court will be similar to Drug Court, whereby various issues (i.e. alcohol abuse, mental health, post-traumatic stress, drug abuse, etc.) are addressed through the court system for participants who have served in the

military. It is hoped that the program will reduce recidivism, reduce jail time, keep children out of foster care, and return the participants to productive lives.

Mr. Kautzman presented a proposed budget indicating \$195,092 in expenses and total revenues of \$129,092. He requested an appropriation of \$10,000 from Clay County toward the program and noted that Becker County will be asked to contribute \$5000. Grants will be sought to fund the program as well.

On motion by Ingersoll, seconded by Weyland, and unanimously carried, the Board agreed to fund the Veterans Court program with \$10,000 from 2014 revenues over expenditures (reserves).

NEW VETERANS SERVICE OFFICE POSITION

Veterans Service Officer Tom Figliuzzi requested the Board's approval to create a new position within his office, Veterans Service Representative, and to eliminate the Veterans Benefits Coordinator position. The Veterans Service Representative position would perform duties similar to that of the Veterans Service Officer, without the requirement of having been a veteran.

On motion by Weyland, seconded by Ingersoll, and unanimously carried, the Board agreed to create and fill the Veterans Service Representative position on Grade 14 of the Salary Grid and to eliminate the Veterans Benefits Coordinator position, as recommended by the Personnel Issues Committee.

CITY OF MOORHEAD REQUEST TO PURCHASE TAX FORFEIT PROPERTY

County Auditor-Treasurer Lori Johnson presented a request by the City of Moorhead to purchase several tax forfeited lots in the City for \$500 each. She noted that the \$500 price is fair, due to the fact that there is \$71,000 in delinquent specials on the lots in question.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved the City of Moorhead's request to purchase the following tax forfeit lots for \$500 each:

Parcel #58.026.200, 3036 7th Avenue N
Parcel #58.721.0130, 1512 Main Ave
Parcel #58.372.0160, 3512 10th Ave S
Parcel #58.337.0870, 2314 36 St. S
Parcel #58.102.0600, 301 Dale Avenue
Parcel #58.767.0830, 4428 13 St S
Parcel #58.607.0210, 4423 15 St. S

REQUEST TO REPLACE VACANT PUBLIC HEALTH ADMINISTRATIVE SUPPORT POSITION AND UPGRADE POSITION TO OFFICE SERVICES MANAGER

Public Health Administrator Kathy McKay requested approval to fill a vacated administrative support position and to upgrade the position to an Office Services Manager on Grade 12 of the County Salary Grid. Ms. McKay felt the restructure is necessary due to the additional duties that will occur with the 4-County Community Health Board and responsibility in fiscal management. The Personnel Issues Committee has reviewed and approved the request.

On motion by Evert, seconded by Gross, and unanimously carried, the Board approved the restructure as described above and authorized advertisement to fill the position.

APPROVE JOINT POWERS AGREEMENT ESTABLISHING THE CASS-CLAY FOOD SYSTEMS
ADVISORY COMMISSION; APPOINT CLAY COUNTY COMMISSIONER TO SERVE ON
ADVISORY COMMISSION

The Board heard a presentation from representatives of the Cass-Clay Food Systems Initiative Steering Committee who were present to request Clay County's participation in the Cass-Clay Food Systems Advisory Commission via execution of a Joint Powers Agreement, and to appoint a Commissioner to serve on the Advisory Commission.

The purpose of the Cass-Clay Food Systems Advisory Commission is to establish a public entity to advise policy makers and elected officials in the FM Metropolitan area on how to assure that residents have access to safe, nutritious, and affordable foods. Activities will include:

1. Assess the food system in the local area with consideration of state and national trends and issues;
2. Educate policy makers in all local jurisdictions on food systems issues;
3. Provide language for policies and codes based on research;
4. Support community wellness through various activities related to healthy food consumption;
5. Cultivate partnerships and foster collaborative communication between local jurisdictions and other public and private partners;
6. Encourage inquiries from local jurisdictions on food systems issues;
7. Propose recommendations on ways to improve the food system in the FM Metropolitan area; and
8. Oversee the implementation of the Metropolitan Food Systems Plan.

Chief Assistant County Attorney Jenny Samarzja has reviewed and approved the Joint Powers Agreement (See Attachment "A"). County Administrator Brian Berg noted that the Joint Powers group is a separate governmental entity and will require appropriate insurance coverage.

The Advisory Commission will consist of one member each from the Cities of Fargo, Moorhead, West Fargo, Dilworth, Cass County, Clay County, and five at-large members.

On motion by Ingersoll, seconded by Evert, and unanimously carried, the Board authorized execution of the Joint Powers Agreement creating the Cass-Clay Food Systems Advisory Commission.

On motion by Weyland, seconded by Gross, and unanimously carried, the Board appointed Clay County's District 3 Commissioner to the Cass-Clay Food Systems Advisory Commission.

RE-ESTABLISH SHERIFF'S CANINE PROGRAM

Sheriff Bill Bergquist informed the Board that \$32,000 has been raised from community donations to re-establish the Sheriff's Canine Program. The start-up costs for the program are approximately \$26,000, with additional annual costs of approximately \$4500. If approved, the training will take place in early 2015.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board approved re-establishing the Sheriff's Canine Program by assigning a deputy as a Canine Handler, and the purchase of a Canine.

APPROVE DEVELOPMENT OF ARMER RADIO SYSTEM PARTICIPATION PLAN VIA GRANT FUNDING FROM MN STATEWIDE EMERGENCY COMMUNICATION BOARD

This topic was removed from the Consent Agenda for further explanation. Lt. Bryan Green, Clay County Emergency Manager, informed the Board that the Sheriff's Office has received \$24,000 from the MN Statewide Emergency Communication Board to develop an ARMER (Allied Radio Matrix for Emergency Response) radio system participation plan. A project agreement (contract) has been received from Rey Freeman Communication Consulting to explore the feasibility of future migration of police/fire radio communications to the Public Safety statewide ARMER system.

On motion by Weyland, seconded by Evert, and unanimously carried, the Board authorized execution of the contract with Rey Freeman Communication Consulting to develop the ARMER radio system participation plan for Clay County.

AUTHORIZATION TO PURCHASE VAN FOR SHERIFF'S DEPARTMENT

On motion by Evert, seconded by Gross, and unanimously carried, the Board approved the purchase of a van for the Sheriff's Department for \$23,084. This is a replacement for the 2015 fleet but must be ordered at this time to assure delivery in early 2015.

APPROVAL OF TROJAN TAKEDOWN CLUB'S APPLICATION TO CONDUCT CHARITABLE GAMBLING (BINGO)

On motion by Evert, seconded by Weyland, and unanimously carried, the Board approved the Trojan Takedown Club's application to conduct charitable Bingo events in 2015 at the Galaxie Sports Bar & Supper Club.

APPROVE ACCOUNTS RECEIVABLE WRITE-OFF POLICY FOR HEALTH AND HUMAN SERVICES

The Board reviewed an Accounts Receivable Write-Off Policy for Health and Human Services, which has been developed by Social Services Director Rhonda Porter, Collection Services Supervisor Sandy Thorne, County Auditor-Treasurer Lori Johnson, and Chief Assistant County Attorney Jenny Samarzja. The policy was developed in order to allow writing off accounts receivable when there is no realistic prospect for future recovery. This will also allow the Collections Unit to more efficiently utilize staff time to pursue working on collecting receivables. These receivables may include parental fees, fees related to court actions, service fees, out of home reimbursement fees, detox fees, Social Security reimbursement, Chemical Dependency evaluations, etc., as well as very old accounts.

On motion by Ingersoll, seconded by Weyland, and unanimously carried, the Board approved the Accounts Receivable Write-Off Policy (See Attachment "B"), effective this date.

APPROVAL TO ENTER INTO SERVER HOSTING AGREEMENTS FOR CASEWORKS
ELECTRONIC DOCUMENT MANAGEMENT SYSTEM WITH SEVEN MINNESOTA COUNTIES

Social Services Director Rhonda Porter and Technology Services Director Tim Dent requested the Board's approval to enter into server hosting agreements for CaseWorks Electronic Document Management with seven Minnesota Counties (Marshall, Norman, Kittson, Polk, Red Lake, Roseau, and Mahnomen). The current participants are Becker, Otter Tail, and Isanti Counties. Each county is charged a one-time set-up fee to cover labor necessary to register the member on the Host County environment. Each county is also charged an annual support charge to cover infrastructure upgrades, support costs, and replacement of hardware.

On motion by Gross, seconded by Weyland, and unanimously carried, the Board authorized execution of the server hosting agreements as described above.

2014 YEAR TO DATE REVENUES/EXPENDITURES UPDATE

County Administrator Brian C. Berg and County Auditor-Treasurer Lori Johnson reviewed the 2014 revenues and expenditures to date. Most departments are running between 83-91% of budget at this time.

COMMITTEE REPORTS/COUNTY ADMINISTRATOR UPDATE

Commissioner Evert attended meetings of Clay-Wilkin Community Health Board, Felton Prairie Stewardship, Historical & Cultural Society of Clay County, Red River Basin Commission, Surveyor's meeting, Barnesville Wellhead Protection, Lakeland Mental Health Board, and the Tobacco Free Policy Committee.

Commissioner Weyland attended the Heartland Trail Committee.

Commissioner Ingersoll attended meetings of the Local Advisory Council on Adult Mental Health, Clay County Collaborative, Lake Agassiz Regional Library, and Personnel Issues Committee.

Commissioner Gross attended meetings of the Clay Wilkin Community Health Board, Felton Prairie Stewardship, MetroCOG, Heartland Trail, and the State Rail Planning.

Commissioner Campbell attended meetings concerning the Debt Write Off Policy for Health and Human Services, Clay Wilkin Community Health Board, Oakport Joint Powers, Personnel Issues Committee, and Tobacco Free Policy.

In addition to meetings mentioned above, County Administrator Brian C. Berg reported on meetings of FM Diversion, Central Administration Management, meetings regarding transition of elected officials to appointed, Landfill project costs, and Becker County's request for Social Services oversight.

ADJOURN

The meeting adjourned at 10:30 a.m.

Kevin L. Campbell, County Board Chair

Brian C. Berg, County Administrator